DOCUMENT RESUME

ED 037 004 EF 000 934

TITLE	A Guide for Study of the Elementary School. Section on Elementary School Facilities, 1961-62, 1962-63.
INSTITUTION	Arkansas State Dept. of Education, Little Rock.
PUB DATE	[63]
NOTE	15p.
EDRS PRICE	EDRS Price MF-$0.25 HC-$0.85
DESCRIPTORS	*Elementary Schools, *Equipment, *Evaluation Criteria, Lighting, Physical Facilities, *School Buildings, School Maintenance, *Self Evaluation, Standards, Ventilation

ABSTRACT

This self-evaluation guide considers four discussion topics--(1) school site, (2) buildings and equipment, (3) heating, ventilation, and lighting, and (4) maintenance and custodial services. At the beginning of each topic a statement of guiding principles sets forth philosophy, aims, and objectives indicative of desirable school environment. A four point rating scale is suggested for evaluative use. (FS)

Form 2

School _____ School District _____ County _____

Post Office _____ White _____ Negro _____

ED037004

A GUIDE FOR STUDY OF THE ELEMENTARY SCHOOL

Section on

Elementary School Facilities

1961-62

1962-68

Prepared by

ARKANSAS ELEMENTARY SCHOOL COUNCIL

and

DIVISION OF INSTRUCTIONAL SERVICES

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

EF 000 934

DEPARTMENT OF EDUCATION
A. W. Ford, Commissioner of Education
Little Rock, Arkansas

ELEMENTARY SCHOOL FACILITIES

The self-evaluation guide this year deals with facilities for the elementary school. It is recognized that the evaluative statements do not adequately cover all aspects of elementary school facilities, but it is hoped that the Guide will lead to improvement of the present facilities and to much better planning of new facilities.

DISCUSSION TOPICS

I. School Site

II. Buildings and Equipment

III. Heating, Ventilation and Lighting

IV. Maintenance and Custodial Services

METHOD OF USE

At the beginning of each discussion topic is a statement of guiding principles which sets forth the philosophy, aims and objectives. The self-evaluation statements are intended to indicate a desirable school environment. A four-point scale provides an opportunity for each faculty to evaluate how well the school is meeting the standards for school facilities. Each statement should be evaluated by the entire faculty in regular professional meetings. Best results can be obtained if the faculty has a free discussion of each statement and the chance to reach a consensus. The faculty of the school should be organized immediately to discuss this instrument. One copy for each two teachers in the elementary school has been mailed to the superintendent of schools. Additional copies may be secured from the Division of Instructional Services.

RATING SCALE

After consideration the entire faculty, or a committee which reports to the faculty, should rate each item according to the following scale:

E—Excellent	If the feature is judged to be highly satisfactory, draw a ring around the E.
S—Satisfactory	If the feature is adequate to meet the need, draw a ring around the S.
N—Needs Improvement	If the feature is unsatisfactory and improvement is needed, whether within or beyond the school's control, draw a ring around the N.
L—Lacking	If the feature is lacking but desirable or essential, draw a ring around the L.
√	In some instances blanks are provided for checking to indicate presence or absence of items without use of the above scale.

STATEMENT OF PHILOSOPHY

Good school facilities provide a proper environment for learning. School plant planning begins with a proposed educational program designed to meet the total educational needs of all children in the school district. The school plant should be adequate in size to provide needed space and facilities for an effective instructional program. The space should be well arranged to safeguard the health and safety of occupants. Facilities should be provided for program needs of the separate curriculum areas and for essential services. The final measure of efficient school plant planning is the degree to which the buildings and equipment meet the needs of a good instructional program.

1. All school sites and buildings should meet accepted standards for health and safety established by appropriate agencies in the state.
2. Standards should be met for space required for equipment and instructional materials needed in areas such as art, music, library, science, shops, and physical education.
3. The school district should establish plant and equipment maintenance schedules and standards for operation of the school plant, including qualifications for custodians.
4. Children, teachers, custodial personnel and citizens should assume a joint responsibility for providing and maintaining a wholesome and stimulating physical environment. The buildings and grounds should be kept clean and sanitary.
5. Facilities should be provided to take care of the needs of a central inventory control system for buildings, equipment and supplies.

I. SCHOOL SITE

STATEMENT OF GUIDING PRINCIPLES

Since many taxpayers get their impression of the school from its exterior appearance, an attractive, well-planned school site is an instrument for good public relations. The properly planned development of the school site is far more essential to the effectiveness of the total educational program than is commonly realized. Although many school sites are inadequate, almost all can be improved by proper planning.

A. THE SCHOOL SITE

E S N L 1. Contains a minimum of ten acres of land for the first one hundred children plus one acre for each additional one hundred children.

E S N L 2. Is well drained.

E S N L 3. Is landscaped to provide an aesthetic setting for the school.

E S N L 4. Is reasonably free from objectionable noises.

E S N L 5. Is reasonably free from objectionable odors.

E S N L 6. Is readily accessible to the majority of the children.

7. Is adequately served by the following utilities: ____water ____gas ____electricity ____sewer ____telephone.

8. Has available acceptable ____police protection ____fire protection.

B. THE SCHOOL SITE WAS DEVELOPED BY A PLAN WHICH PROVIDES

ESNL 1. Necessary sidewalks.

ESNL 2. Proper driveways.

ESNL 3. Adequate traffic control.

ESNL 4. Playground zoned for different age groups and different activities.

ESNL 5. Maximum educational use of playgrounds.

ESNL 6. Zoning to prohibit undesirable commercial developments on adjacent property.

ESNL 7. Adequate parking.

ESNL 8. Covered area for loading and unloading buses.

ESNL 9. Proper orientation of building.

II. BUILDINGS AND EQUIPMENT

STATEMENT OF GUIDING PRINCIPLES

The elementary school buildings should include regular classrooms and flexible spaces for those special activities which implement the learning process. Additional auxiliary rooms are essential to the efficient operation of a good school program.

A. CLASSROOMS (GRADES 1-2)

ESNL 1. Classrooms needed to provide housing for all children in grades 1 and 2 are available. (Based on a maximum of 30 pupils per classroom)

ESNL 2. Classrooms provide a minimum of 1,000 square feet or more of usable floor area.

ESNL 3. Window stools, chalkboard, tackboard and pegboard rails, and cabinets with work surfaces are from 20 inches to 26 inches from the floor.

ESNL 4. Classrooms are equipped with individual cots or pads for children to use during their rest periods.

ESNL 5. Classrooms are equipped with toilets.

ESNL 6. Classrooms are equipped with lavatories.

B. CLASSROOMS (GRADES 3-6)

ESNL 1. Classrooms needed to provide housing for all children in grades 3 to 6 inclusive are available. (Based in a maximum of 30 pupils per classroom)

ESNL 2. Classrooms provide a minimum of 900 square feet or more of usable floor area.

ESNL 3. Window stools, chalkboard, tackboard and pegboard rails, and cabinets with work surfaces are from 24 inches to 30 inches from the floor.

ESNL 4. Toilets are conveniently located to these classrooms.

C. FACILITIES AND COMPONENTS COMMON TO ALL CLASSROOMS (GRADES 1-6)

1. All classrooms have properly designed, adequate storage for

____Children's wraps, boots, umbrellas, etc.
____Instructional materials.
____Teachers' wraps and personal belongings.
____Library books and supplementary readers.

2. All classrooms are equipped with

____A minimum of 16 linear feet of good quality glare-free chalkboard with a reflectance factor of 25-50%.
____From 20 to 40 linear feet of good quality tackboard and/or pegboard.

ESNL 3. The ceilings of all classrooms are not less than 8½ feet nor more than 11 feet in height.

ESNL 4. Ceilings have good acoustical qualities.

ESNL 5. Ceilings are painted off-white.

ESNL 6. Classroom walls are painted with a soft non-glare pastel color paint and are free of smudge and dirt.

ESNL 7. Classrooms are equipped with sink and sink cabinets, serviced by running water and proper drainage.

ESNL 8. All windows which are exposed to direct sun rays are equipped with double roller or other acceptable type of shades.

ESNL 9. Artificial lighting is of a non-glare type.

ESNL 10. A minimum of 30 foot candles of light is available at all times in the total classroom area.

ESNL 11. Floors are even, smooth and of a material that requires minimum maintenance.

ESNL 12. All doors open outward.

ESNL 13. Doors are equipped with a lock, latch or bar that meets the approval of the state fire marshal's code.

ESNL 14. Each classroom is heated by a device that allows individual room temperature control.

ESNL 15. Each classroom is equipped with adequate furniture of an acceptable type and size.

ESNL 16. Each classroom is equipped with a hygienically constructed drinking fountain.

ESNL 17. Each classroom has an outside door.

ESNL 18. Adequate provision is made for use of audio-visual materials.

D. CORRIDORS

ESNL 1. Corridors are wide enough to avoid congestion or crowding.

ESNL 2. Corridors are kept free of storage materials at all times.

ESNL 3. Corridor walls above wainscot height and ceilings are finished in light attractive colors.

ESNL 4. Interior corridors have adequate lighting. (Natural lighting is recommended.)

ESNL 5. Adequate bulletin board space is provided.

ESNL 6. Maximum educational use is made of the corridors.

ESNL 7. Corridors are well heated and ventilated.

ESNL 8. Corridor walls up to wainscot height are glazed tile or glazed block.

ESNL 9. Exits are wide enough to accommodate traffic safely.

ESNL 10. Exits are equipped with panic devices.

ESNL 11. Exit doors open outward.

ESNL 12. Exterior corridors are at least 8 feet wide and are roofed.

E. CENTRAL LIBRARY

If suitable space can be provided a central library is recommended.

ESNL 1. The library is centrally located and readily accessible to all classrooms.

ESNL 2. The library has an attractive informal atmosphere.

ESNL 3. The library is located so as to avoid noise from the outside.

ESNL 4. The library will accommodate the largest class of the school plus ten.

ESNL 5. Open shelves are used except for special materials.

ESNL 6. Suitable adjustable shelving is provided.

ESNL 7. Adequate shelving is provided.

ESNL 8. The height of shelving for intermediate children does not exceed 6 feet.

ESNL 9. The height of shelving for primary children does not exceed 4 feet.

ESNL 10. Ample bulletin boards, pegboards and display areas are provided.

ESNL 11. Racks are provided for magazines and newspapers.

ESNL 12. There is adequate light, both natural and artificial.

ESNL 13. Adequate work space with running water is provided.

ESNL 14. The library is equipped with tables and chairs of varying sizes.

ESNL 15. The library serves as a central materials center with adequate storage space for audio-visual materials and other general teaching aids.

ESNL 16. The ceiling is acoustically treated.

ESNL 17. The floor covering is made of a noise-reducing material such as vinyl tile.

18. The library has ____card catalog ____filing cabinets ____charging desk.

F. ADMINISTRATIVE AREA

ESNL 1. The administrative area is located near the main entrance to the building.

ESNL 2. The principal's office is adequate in size to meet the needs of the school.

ESNL 3. The entrance to the office is readily accessible.

ESNL 4. The reception room is attractive and inviting.

ESNL 5. The secretarial area is satisfactory for the services to be rendered.

ESNL 6. The secretarial area is adequately equipped and furnished.

ESNL 7. The principal's office has privacy.

8. The administrative area has the following items:

____Supply storage
____Clothes closet
____Private entrance
____Intercom system
____Vault or fireproof safe
____Space for conferences
____Toilet facilities

9. The work room provides the following:

____Suitable furniture
____Duplicating equipment
____Adequate shelving
____Adequate electrical outlets
____Sink and sink cabinet

G. HEALTH ROOM

E S N L 1. The health room is located near the principal's office.

E S N L 2. Sufficient space is provided for eye testing. (24 feet in length)

E S N L 3. A relatively quiet space is available for hearing tests.

E S N L 4. The health room is attractive and comfortable.

E S N L 5. Adequate provisions are made for the storage of clothing for needy children and for emergency purposes.

6. The following items are found in the health room:

____Small beds
____Chairs
____Table
____Isolation room
____Linen closet
____First aid supplies and equipment
____Toilet
____Shower

H. TEACHERS' PROFESSIONAL CENTER

E S N L 1. The teachers' professional center is large enough to accommodate the entire faculty.

2. The teachers' professional center has

____Attractive and functional furniture.
____A professional library shelf.
____Facilities for preparing light refreshments.
____Adequate storage.
____Toilet facilities.
____Chalkboard and bulletin board.
____A full-length mirror.
____Good ventilation.
____Proper heating.
____A work area.

I. SERVICE AREAS

1. Toilets

E S N L a. The toilets are conveniently located.

E S N L b. The toilets are directly accessible from the outdoor areas.

E S N L c. The toilets are well lighted by natural light.

E S N L d. The toilets are adequately heated and ventilated.

E S N L e. The toilet areas are properly screened for privacy.

E S N L f. The toilets are adequate to meet peak demands.

E S N L g. The walls of all toilet rooms at least 4 feet from floor are constructed of a non-porous type material such as glazed tile or glazed block.

h. Toilet floors are ____well drained ____kept clean and sanitary ____of a type material that is impervious to water.

i. The following toilet fixtures are available:

____One water closet to 25 girls
____One water closet to 40 boys
____One individual urinal to 40 boys
____One lavatory for each 30 students

2. Central Storage

a. Textbooks and instructional supplies

ESNL (1) The book and supply room is located in or near the administrative area.

(2) The book and supply room contains the following:

____Adequate open shelving to store all of the school's textbooks
____Some adjustable shelves to handle odd-sized books
____Shelving adequate in size to accommodate all centrally stored instructional supplies such as construction paper, arts and crafts materials, etc.

b. Janitorial

Readily accessible facilities to provide the following custodial services are available:

____Custodian's office
____Adequate custodial storage space
____Workshop area

J. CAFETORIUM AREA

ESNL 1. The cafetorium when used as an auditorium seats all the children plus 20%.

ESNL 2. The cafetorium when used as a lunchroom has tables and seating for half the children.

ESNL 3. The cafetorium is an attractive place designed for educational purposes.

ESNL 4. Doors are placed so that emerging groups and entering groups can be accommodated at the same time.

ESNL 5. The stage is large enough to take care of the school needs.

ESNL 6. Stage entrances are provided from the corridor or adjacent classrooms.

ESNL 7. Dressing rooms and/or storage space is located on either side of the stage.

ESNL 8. Public address system is provided.

ESNL 9. The decorative scheme is harmonious and attractive.

ESNL 10. The cafetorium is acoustically treated.

ESNL 11. Flooring is of material easily cleaned and grease resistant.

ESNL 12. The entire area is flexible and functional.

ESNL 13. A safe loading zone is provided for the cafetorium supplies.

ESNL 14. Equipment is available for appropriate music.

ESNL 15. Adequate hand washing facilities are available.

ESNL 16. Provision is made for bulletin boards, tackboards and pegboards.

E S N L 17. Adequate exits are provided.

E S N L 18. Food preparation and serving areas are properly ventilated to control undesirable food odors.

E S N L 19. Adequate protection against insects and rodents is provided.

E S N L 20. The kitchen and serving areas are arranged so they can be closed off from the multi-use area.

E S N L 21. Drinking water facilities are in the dining area.

E S N L 22. Milk dispenser is in the serving line.

23. The kitchen area provides the following:

____Ample refrigeration
____Hand washing facilities
____Dishwashing facilities
____Food preparation equipment
____Cooking equipment
____Electrical outlets
____Ample ventilated storage space
____Screened garbage space
____Toilet facilities
____Garbage disposal
____Office for supervisor
____Adequate hot water supply
____Adequate hoods and ventilation
____Fire extinguisher
____Loading dock
____Lockers for personal belongings of workers

K. ARTS AND CRAFTS FACILITIES

The position of the arts and crafts program in the elementary school curriculum has long been established. Modern trends in elementary school design are to provide adequate space properly equipped to meet the needs of the arts and crafts program.

E S N L 1. An arts and crafts room with approximately 1,400 square feet of floor area is available.

E S N L 2. The arts and crafts program is carried on in the regular classroom.

3. The following items of equipment are available:

____Work benches equipped with vises
____Adequate hand tools
____Adequate number of easels
____Large work tables
____Ceramics mixing equipment
____Ceramics bake oven

III. HEATING, VENTILATION AND LIGHTING

STATEMENT OF GUIDING PRINCIPLES

The health, safety and comfort of the children and staff are of paramount importance. Desirable heating, ventilation and lighting of some areas of the school are difficult to secure. All members of the staff, both professional and custodial, should be alert at all times to the need for maintaining the most desirable conditions possible.

A. HEATING AND VENTILATION

ESNL 1. The ventilating and heating system is suitable to keep the temperature at 68-72 degrees at the average nose line of seated children.

ESNL 2. Room temperatures are thermostatically controlled.

ESNL 3. All classrooms are equipped with standard thermometers appropriately placed at the child's head level when seated.

ESNL 4. Heating and ventilation units have minimum electrical hazards.

ESNL 5. Furnace rooms are clean and neat.

ESNL 6. There is a good system of cross ventilation, including forced-air ventilation or air-conditioning for high fall and spring temperatures.

ESNL 7. The faculty considers the performance of the heating system satisfactory.

ESNL 8. The heating units are inspected at regular intervals.

ESNL 9. All radiant type heating units are provided with radiation shields.

ESNL 10. Every furnace or stove is properly vented.

ESNL 11. A supply of fresh air is provided in the rooms where the heating units are located.

ESNL 12. All gas and oil-fired heating units are equipped with automatic safety devices.

ESNL 13. All toilets have an outside opening where natural ventilation is used.

ESNL 14. Direct drafts of air are prevented by the proper manipulation of windows, doors, transoms and ventilators.

B. LIGHTING

ESNL 1. The classrooms have an abundance of natural light without glare.

ESNL 2. Acceptable non-glare lighting fixtures are used. (No exposed light bulbs are used.)

ESNL 3. Artificial lighting is sufficient to supplement natural light.

ESNL 4. All work spaces have adequate illumination with 30-50 foot-candles of light.

ESNL 5. Adjustable shades, if needed, are used to control natural light in the classrooms.

ESNL 6. Shades are translucent and light in color to admit maximum light without glare.

ESNL 7. Desks are arranged to take full advantage of all natural light available.

ESNL 8. Window stool heights are not more than two inches below the level of the surface of student desks.

ESNL 9. Artificial lighting is properly controlled by multiple switches so arranged that a portion of the lights may be turned on.

ESNL 10. The inside walls are finished in a light colored flat paint having a reflectance factor of 55-77%.

ESNL 11. All floors are finished in light color with a reflectance factor of 15-30%.

ESNL 12. Attractive color schemes are used to provide variety, warmth and good lighting throughout the school.

ESNL 13. The school furniture is light in color.

ESNL 14. Classrooms and other areas have sufficient electrical outlets. (At least one on each wall)

ESNL 15. Electrical outlets and switches are properly insulated.

ESNL 16. Electrical outlets and switches are periodically inspected.

ESNL 17. Stairways, corridors and closets are adequately lighted with not less than 5 foot-candle power.

IV. MAINTENANCE AND CUSTODIAL SERVICES

STATEMENT OF GUIDING PRINCIPLES

Good custodial care and maintenance often make obsolete buildings reasonably attractive and increase their sound educational use by many years. Lack of such care often destroys the beauty of modern facilities and greatly decreases their effectiveness. Good custodial care results in those situations where children, teachers and custodians take pride in the appearance of the building.

A. PERSONNEL

E S N L 1. Custodial workers are selected on the basis of their fitness for the job to be done.

E S N L 2. Training for the job is provided as needed.

E S N L 3. Custodial workers are under the direction of the principal.

E S N L. 4. There is a regular routine by which teachers may request repair and/or maintenance of equipment.

E S N L 5. There is no unjustified delay in securing such repairs.

E S N L 6. Children are taught to take proper care of buildings and grounds.

B. SERVICES

E S N L 1. The buildings are kept in a clean, sanitary and attractive condition at all times.

E S N L 2. Classrooms are cleaned and dusted daily.

E S N L 3. Playgrounds are kept free of rubbish.

E S N L 4. Shrubbery is trimmed as often as necesary.

E S N L 5. Grass is cut regularly, both during the summer and during the school session.

E S N L 6. Corridors are properly cleaned daily and more frequently if necessary.

E S N L 7. Windows and door glass are cleaned as often as necessary to present an attractive appearance.

E S N L 8. Equipment and supplies necessary for proper custodial care of the buildings and grounds are available.

E S N L 9. Toilet rooms and fixtures are kept clean, sanitary and attractive at all times.

E S N L 10. Storage areas are kept clean and orderly at all times.

E S N L 11. Chalkboards are properly cleaned at least once each week.

E S N L 12. Playground equipment is kept in safe, operating condition.

School_____ County_____ Superintendent_____

Principal_____ Elementary Supervisor_____

Please list the **STRENGTHS** in the elementary facilities as reflected by a study of the Guide.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Detach and mail to the State Department of Education by April 1.

Please list the WEAKNESSES in the elementary facilities as reflected by a study of the Guide.

1

2.

3.

4.

5.

6.

7.

8.

9.

10.

Detach and mail to the State Department of Education by April 1.